



WISCONSIN DEPARTMENT OF CORRECTIONS

Governor Tony Evers / Secretary Kevin A. Carr

Prairie du Chien Correctional Institution

Memorandum

DATE: June 30, 2023

TO: Visitors to persons in the care of PDCI

FROM: L Pettera, Program Supervisor

SUBJECT: Visiting

Effective Monday, July 17th, PDCI will use ICSolutions (ICS) to schedule video visits. Visits can be scheduled up to 14 days in advance. Zoom visits scheduled via Sign-Up Genius will be discontinued after July 13th.

Please review the "Enhanced Video Visitation" document on the DAI site for instructions on how to schedule a video visit. The Person in our Care that you wish to visit will provide you with your visitor/party ID number.

<https://doc.wi.gov/Documents/OffenderInformation/AdultInstitutions/Enhanced%20Video%20Visitation%20%28ADA%20compliant%29.pdf>

Each video visitor must have an ICS account and be listed on the visit reservation. Each visitor will be required to show ID during the visit, when asked by staff.

For the first six months of implementation, each person in the care of PDCI is eligible for one free 25-minute video visit per week.

Additional video visits are available at the cost of \$2.50 per visit, up to 12 paid visits per month, for a total of 16 video visits per month. Video visits are limited to 2 per day and 4 per week (Monday-Sunday).

See Video Visits at PDCI for specific scheduling information.

In-person visits will continue to be scheduled via Sign Up Genius, so there is no change to our current practice. See Guidelines for In-Person Visits for more information.